

**STEVESTON HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 6
OPERATIONAL GUIDELINES**

I. INTRODUCTION

A. PURPOSE

The purpose of this directive is to promote the safe and efficient operation of Steveston Harbour for all harbour users.

B. APPLICATION

This directive applies to all SHA staff and all users of Steveston Harbour.

C. DEFINITIONS (to be used throughout)

1. **HARBOUR:** all water, land and buildings within the boundaries of Steveston Harbour as per the SHA's head lease.
2. **GENERAL MANAGER:** the General Manager of Steveston Harbour Authority or any person to whom the General Manager may delegate his authority.
3. **OWNER:** any person, firm, partnership, corporation, association or organization or agent thereof with actual or apparent authority who expressly or implicitly contracts for use of a Harbour facility.
4. **HARBOUR USER:** any person including vessel owners / operators, tenants and general public entering Steveston Harbour.
5. **ASSIGNMENT:** any rental, sub-rental, lease, sub-lease or assignment, whichever is applicable.
6. **VESSEL:** every variety of watercraft or other artificial contrivance capable of being used as a means of transportation on the water.
7. **BERTHAGE FACILITY:** any properties or facilities owned or operated by the Steveston Harbour Authority where a vessel may be berthed.
8. **CHARGES:** charges for berthage and storage and all other charges owing or to become owing under a contract between a harbour user and the Harbour Authority.

II. POLICY

A. APPLICABLE STATUTES

1. Fishing and Recreational Harbours Act and Regulations.
2. Government Property Traffic Act.
3. Warehouse Liens Act.
4. Motor Vehicle Act.
5. Commercial Transport Act.

B. NOTIFICATION

It is the responsibility of all harbour users to obtain harbour directives from the Steveston Harbour Authority Main Office. The Steveston Harbour Authority does not accept responsibility for mailing or delivery of harbour directives, nor for ensuring that harbour users have familiarized themselves with said directives.

C. ENFORCEMENT

1. Operations patrol personnel or management may enforce all SHA directives by written or verbal instruction. Any person or persons who violate any SHA directive and / or refuse to follow instructions given by SHA personnel may be instructed to leave the harbour.
2. Harbour users who violate SHA directives or accrue an unreasonable amount of debt to the SHA may be subject to cancellation of berthage and storage privileges and / or the detention or removal of their vessel(s) or gear. Any charges associated with detention or removal of gear will be levied against the owner of the vessel(s) / gear.

D. LIABILITY

Anyone visiting or using Steveston Harbour or its facilities does so at his / her own risk. Steveston Harbour Authority does not assume any responsibility for loss or damage to property or persons within the Harbour.

Steveston Harbour Authority employees reserve the right to board any vessel if required during the course of their duties. The Steveston Harbour

Authority assumes no responsibility whatsoever for any incidental damage done to any vessel by any of its employees during the course of said duties.

E. VEHICLE TRAFFIC

1. Vehicle operators must obey all posted speed limits. Unless otherwise posted, the speed limit within the Harbour is 30 km/h.
2. The SHA Director of Operations and Maintenance or Operations and Security Manager may establish traffic and parking regulations including the posting of signs as required for safety and efficient utilization of Harbour premises.
3. Parking in any area of Steveston Harbour is restricted to those displaying a valid SHA parking decal. Parking decals will only be given to those with legitimate business within Steveston Harbour.
4. Any vehicle parked in violation of SHA signs or regulations may be towed at the owner's expense.
5. Riding bicycles, skateboarding and rollerblading on floats or piers is prohibited.
6. Living in cars, vessels or any other type of unconventional accommodation on Harbour property is prohibited.
7. Any temporary residences on Harbour property must be approved in writing by the General Manager or his or her delegate.
8. All forklifts, boom lifts and bobcat loaders operated on SHA property must be registered, licensed and insured by ICBC and carry a minimum of \$2,000,000 auto liability and commercial general liability insurance.

F. GARBAGE / ENVIRONMENTAL WASTE

1. All garbage / environmental waste is to be disposed of in the appropriate waste containers / areas provided.
2. Negligent deposition of garbage, oil, fuel or any other substance detrimental to the marine environment in the Harbour's uplands or

water lots is strictly prohibited. Any person(s) caught polluting the marine environment may be prosecuted.

3. Deposition of household refuse in Harbour waste containers is prohibited.

G. CONDUCT

1. Any person whose conduct is threatening or physically or verbally abusive toward any Steveston Harbour Authority staff member may be charged accordingly, and / or be ordered to vacate the Harbour.
2. Any behaviour that unreasonably disturbs or creates a nuisance for other harbour users is prohibited.
3. Drinking of alcoholic beverages is prohibited unless on licensed premises or on private vessels. Use of illegal drugs is prohibited anywhere on SHA premises.

H. CHILDREN

1. Steveston Harbour Authority requires that children be accompanied by an adult at all times while on SHA property.

I. PETS

1. All pets must be on a leash in all harbour areas. Pet owners are responsible for cleaning up animal waste. No animals are allowed on the public sales float under any circumstances.
2. Any animal found unattended on SHA property will be turned over to the SPCA.
3. Any situation in which an animal is found in a condition considered by SHA staff to be inhumane will immediately be reported to the Richmond Animal Protection Society (RAPS).

J. RECREATIONAL ACTIVITIES

1. Swimming, water skiing, scuba diving and operating any personal watercraft (i.e. sea-doo's, etc.) are all prohibited within Harbour limits.

2. Overnight camping / parking of recreational vehicles on harbour property is prohibited.
3. Fishing in the Harbour from vessels, docks, floats, piers or along shoreline property is prohibited.

K. CONTRACTOR / EVENT LICENSING REQUIREMENTS

Any person or company offering services to others or hosting an event on SHA property must obtain a license to do so. Commercial filming, Independent Contractor and miscellaneous licenses can be obtained from the SHA main office.

III. BERTHAGE CONDITIONS

A. VESSEL CHECK IN

1. Owners of all vessels entering Steveston Harbour are required to check in at the SHA Main Office within 24 hours of their arrival and must sign an SHA Berthage and Storage Agreement or have their vessel(s) detained.
2. Any vessel owner that does not report in within 24 hours of his / her arrival may have their vessel detained by the SHA until such time as the SHA discovers the owner's identity and / or any debt associated with the vessel is paid in full.

B. VESSEL IDENTIFICATION

Vessels in Steveston Harbour must have the following valid identification permanently and clearly displayed on the exterior of the vessel:

- a. Vessel name.
- b. Transport Canada Vessel Registration Number.
- c. CFV number (for active commercial fishing vessels).

C. SEAWORTHINESS

1. All vessels berthed in Steveston harbour must be completely seaworthy as determined by the SHA. All vessels must also have working engines and be capable of moving under their own power at all times (unless in the midst of active engine repairs).
2. Vessels that the Steveston Harbour Authority deems unseaworthy or hazardous to Harbour property or other vessels will not be granted berthage.

D. BERTHAGE

1. Assignment of Berthage
 - i. All vessel owners must sign and agree to abide by the terms of an SHA Berthage and Storage Agreement as a condition of occupancy.
 - ii. All berthage is assigned by the SHA with regard to each vessel's length, breadth, draw, hull type and operating equipment.
 - iii. "Length" refers to the length stated by DFO vessel licensing / Transport Canada Vessel Registration. If no length is stated in either database, "length" will be taken as the horizontal distance measured between perpendiculars to the water drawn at the extreme ends of the vessel.
 - iv. Reserved slips are only issued to actively licensed commercial fishing vessels that pay one year in advance. No refund will be issued if the vessel is absent from its berth for any length of time.
2. Vessel owners and operators are responsible for ensuring their vessel(s) have adequate fenders to protect adjacent vessels.
3. Vessel owners with reserved spots may not sublease or otherwise assign berthage to any other vessel in the absence of their primary vessel unless authorized by the SHA.
4. Vessel owners and operators are responsible for securing their vessel(s) with adequate berthing lines. All vessels must be secured with a minimum of a bow, spring and stern line or more if required due to vessel size. In the spirit of safety for all Harbour users and staff, berthing lines must not cross any floats, piers or walkways.

5. Bowsprits that extend over pedestrian floats are prohibited.
6. The SHA reserves the right to move any vessel for the protection of life or property or to achieve the best utilization of Harbour facilities. In the event that the SHA needs to relocate a vessel for any reason, an SHA staff member will attempt to inform the vessel's owner as a courtesy by calling their last known phone number. If the owner cannot be contacted, no such notice need be given.
7. The SHA reserves the right to allocate the use of any berthage space as it deems necessary.
8. No berthing is permitted in designated loading zones. Vessels berthed in loading zones may be towed and relocated at the owner's expense.
9. Shore power cords and extension cords must meet all Federal Electrical Code regulations and must be secured so that they do not hang in the water or otherwise create a hazard for Harbour users.

E. LIVING ABOARD

Live-aboards are prohibited in Steveston Harbour.

F. STORAGE ON PIERS OR FLOATS

1. Vessel owners and operators using Steveston Harbour are required to keep the piers or floats in the vicinity of their vessel clear at all times – storage of anything on piers or floats is prohibited. Violators may have their items seized and detained without notice. Any costs associated with the seizure and / or detention of such items will be levied against their owner.
2. Storage of any pollutants such as oily rags, open paints, gasoline or other flammable or explosive material is prohibited on the piers or floats. All such items will be immediately removed and / or disposed of at the owner's expense.

G. DINGHIES

Dinghies are not allowed on floats or piers. All dinghies must be stored in or on the owner's vessel.

H. BOATHOUSES

Boathouses are not permitted in Steveston Harbour unless authorized by the Steveston Harbour Authority.

III. GENERAL

A. SIGNS

1. All Harbour users must obey all signs posted by the Steveston Harbour Authority.
2. Posting of signs on Harbour property without prior approval from the SHA is prohibited.
3. Posting of signs for the sale of vessels berthed in the Harbour is permitted provided the sign(s) are not larger than 2' X 2' and are posted onboard the vessel or on the SHA bulletin boards.
4. Signs posted on vessels must not extend beyond the bow or stern of the vessel, nor be higher than 5' above the deck.

B. SAFETY EQUIPMENT

1. Fire fighting equipment is to be used for fighting fires only. Any tampering with or theft of fire fighting equipment will be brought to the attention of the RCMP and criminal charges may be pursued against any offenders.
2. Life rings are located on every float in Steveston Harbour and are to be used in the event of an emergency only. If a life ring is missing or damaged, please notify the SHA immediately so it can be replaced.

C. INSPECTION OF FACILITIES

Steveston Harbour Authority reserves the right to inspect any of its rented or leased premises at any time and must have full access to all areas at all times. If a leased / rented area has its own lock securing it, the SHA must be provided with a key. However, the Steveston Harbour Authority does not assume any responsibility or liability of any kind due to any failure to carry out inspections.

D. THEFT / DAMAGE / INJURY

1. Although the Steveston Harbour Authority accepts vessels and gear for storage, it shall not be held liable in any manner for the safekeeping or condition of the vessels or gear stored on its

property. Steveston Harbour Authority is not responsible or liable for any damages to or loss of vessels, their tackle, gear, equipment or property either upon said vessel or upon the premises adjacent thereto.

2. Should damage and / or personal injury result from violation of these regulations, the person in violation shall be held liable. Should any damage other than normal wear and tear be done to any SHA float or structure for any reason, the person that caused the damage shall be held liable.

E. PAYMENT FOR SERVICES

Berthage, storage and service rates will be assessed in accordance with the current SHA Rates Directive.

F. DELINQUENT BERTHAGE COLLECTION

1. If any owner berthing or storing a vessel at the berthage facility fails to pay charges owed for use of the facility, the General Manager and his assigned subordinates are authorized to take reasonable measures, including the use of chains, ropes and locks, to secure vessels within the berthage facility so that the vessels are in the possession and control of the SHA and cannot be removed from the facility until the outstanding charges have been paid in full. Further, if payment is not received within 60 days of the due date, the SHA may pursue other means of recovering outstanding costs, including seizing and selling the vessel / gear in question through a bailiff and / or the Warehouse Liens Act, all in accordance with applicable law. Notification of such action shall be sent by mail to the owner's last known address. If no address was provided by the owner, or no update was given if the owner has moved, the Harbour need not give such notice.
2. The General Manager or his delegate is authorized to move vessels ashore for storage within properties under SHA control if, in the opinion of SHA personnel, the vessel is in danger of sinking, sustaining other damage, or discharging pollutants. Reasonable costs of any such procedure will be levied to the vessel owner.
3. If a vessel is detained under subsection F. 1. or moved ashore under subsection F. 2., the owner may, at the discretion of the SHA, regain possession of the vessel by making payment to the SHA for all outstanding charges. In extreme cases, the General Manager reserves the right to make other arrangements with the vessel owner to resolve the situation on a case by case basis.

G. OTHER SERVICES

1. Restrooms / showers

Restrooms and showers are provided at both the Paramount and Gulf sites. Keys to the Gulf showers can be obtained at the SHA main office. SHA issued keys are the property of the SHA and must not be copied or lent out to anyone and must be returned to the SHA at the cessation of tenancy.

2. Derricks

- a. SHA has derricks at several locations at both the Paramount and Gulf sites that are available to bona fide harbour users free of charge. Users must use the derricks responsibly and ensure that they do not exceed the posted load limits. Harbour users are requested to report any damage to the derricks to the Steveston Harbour Authority immediately.
- b. Due to health concerns, harbour users are discouraged from unloading seafood products over wooden wharves. SHA requests that harbour users unload fish products on concrete wharves if possible. For a list of derrick locations, call the SHA main office.

3. Emergency Equipment

SHA maintains bilge pumps and pollutant containment boom for emergency use only. In the event that emergency equipment is needed, contact the SHA immediately at 604-272-5539 (24 hours). Charges for equipment use will be in accordance with the current Rates Directive # 6.

4. Electrical Power

- a. All electrical cords must meet posted Federal Electrical Regulations. No accessories, utilities or other attachments shall be affixed to Harbour structures without the approval of the SHA.
- b. Shore power cords must be secured so they will not hang into the water or constitute a hazard to pedestrian traffic on floats.

- c. All floats are provided with 110 – volt A/C service. All outlets require a 20 amp or 30 amp Hubbell twist lock adapter, whichever is applicable. Do not plug a 20 amp adapter into a 30 amp or vice versa.
- d. The use of power outlets may be withheld from vessel owners with delinquent accounts.
- e. During periods of heavy usage, only one outlet per vessel is permitted. The SHA may approve exceptions under extenuating circumstances.
- f. Notwithstanding emergency situations, Harbour users are not permitted to disconnect power cords from other vessels.

H. CUSTOMER SUGGESTIONS AND GRIEVANCES

- 1. Steveston Harbour Authority is sensitive to the concerns of its users and is obligated to take reasonable action regarding valid suggestions and complaints. Harbour users should submit any suggestions or complaints in writing to the General Manager.

Approved by the Board of Directors on September 25, 2018.



Board Chairman
Steveston Harbour Authority



General Manager
Steveston Harbour Authority